
HIGHER EDUCATION LINKS TRAVEL GRANT - GUIDELINES FOR APPLICANTS

Call opens: 5 November 2018

Call closes: 7.12.2018 – 16:00 Argentina

There are two types of grant that candidates can apply for under the Higher Education Links programme: travel grants or workshop grants. **These guidelines relate to Higher Education Links Travel Grants only.** For information on funding for workshop grants, please refer to the Higher Education Links Workshop Grant guidelines.

1. Background

The British Council Higher Education Links programme ('HELINKS' or 'the Programme') supports collaborations between higher education institutions (HEIs) in Argentina and counterpart organisations in the UK (including HEIs, NGOs, public offices and research centres) in order for them to develop joint projects to tackle societal challenges with direct relevance to Argentina's social welfare and economic development.

The ultimate goal of this binational programme is to help establish mutually beneficial long-term links and sustained collaboration between institutions. The Programme fosters an integrated approach that promotes the engagement of HEIs with relevant public, private and not-for-profit sector partners.

2. Programme Overview

The Programme offers return air travel for an individual affiliated to an eligible institution to travel to a counterpart institution in the UK or Argentina. The purpose of the visit is undertake face-to-face discussions and activities with the aim of formulating a proposal for a future institutional collaboration in an area related to social or economic development in Argentina.

The discussions and resulting proposal for collaboration should focus on at least one of the priority areas specified in this call. Please refer to [Appendix 1](#) for a description of the selected areas before preparing your application.

Please note the HELINKS Travel Grant is suitable for applicants seeking funding for the early stages of potential project partnerships.

3. Relevance to Economic Development and Social Welfare

For the purpose of the HELINKS Programme, development relevance is defined as the potential to contribute to the economic development and social welfare in Argentina. In order to be considered for funding under this programme, proposals should articulate a potential pathway to positive impact in these areas within a short to medium-term timeframe (1-3 years).

4. Eligibility

The applicant must be based either in the UK or in Argentina and affiliated to one of the following institutions:

- An applicant based in Argentina must be affiliated to a not-for-profit Argentine HEI with a record as a local/national development promoter agent, including universities and research centres
- An applicant based in the UK must be affiliated to a not-for-profit UK institution with a record as an international development promoter agent, including: universities, research centres and NGOs.
- The applicant is responsible for ensuring he/she can communicate with the participant(s) at the partner institution in a common language (we recommend that the participant from Argentina should have a strong command of English). It should be noted that no additional funding can be provided for translation or interpreting services. It should also be taken into consideration that the application and reporting documentation required by the British Council in relation to the programme must be completed in English.
- The applicant must outline the objectives and expected outcomes of the visit in their application, as well as a detailed programme of activities to be undertaken. The outcomes should take the form of a draft proposal of how the partner institutions plan to work together to create/further future collaboration following the visit (please refer to the application form for more information).

For a full list of eligibility criteria, please refer to [Appendix 2](#).

5. Funding Available

HELINKS Travel Grants cover a return economy class airfare for an individual to travel from their home institution to the location of the partner organisation in the UK or Argentina. The British Council is responsible for purchasing the corresponding air ticket, therefore no funds will be disbursed to the selected grant recipients.

Given that a condition for accessing funding from the HELINKS programme is that match funding is secured from the applicant institutions, it is expected that the latter will cover the subsistence costs and any other travel related expenses not covered by the HELINKS Travel Grant.

6. Travel

- Location: The visit may take place in either Argentina or the UK
- Duration: The visit can last between one week and one month
- Timing: The visit must take place between 1 January 2019 and 31 March 2019

7. Final Report

After the visit has taken place, the grant recipient must a final report in English including:

- a description of the activities undertaken during the visit
- a proposal as to how the partner institutions plan to work together to create/further future collaboration

8. Submission Process

The submission deadline is **16:00 hours Argentina time on 7 December 2018**. Proposals submitted after the deadline will not be considered for funding.

Applicants **must** submit a completed application form. This can be downloaded at:

Web page in Spanish: www.britishcouncil.org.ar/programas/educacion/convocatoria-higher-education-links

Web page in English: www.britishcouncil.org.ar/en/programmes/education/call-higher-education-links

Please note applications must be completed in English. In addition to the application form, applicants are required to submit the following documents:

- Letters of support from both the UK and Argentine institutions, signed by relevant institutional authorities and expressing their specific commitment to the proposed project. Please note that supporting letters cannot be signed by the applicant. The letters of support will be accepted in English for UK institutions and in Spanish for Argentine institutions.
- The applicant's CV

Applications should be submitted by email to HELinks.Argentina@britishcouncil.org.

9. Selection Process

Selection begins with an eligibility check by the British Council in Argentina against the criteria stated in Appendix 1 and Appendix 2 of these guidelines.

Eligible proposals then follow a review of development relevance against Official Development Assistance (ODA) definitions as established by the Organisation for Economic Co-operation and Development (OECD). In order to pass this stage of the selection process, the draft proposal for future collaboration should demonstrate relevance to economic development and social welfare in Argentina.

Following the ODA check, applications undergo quality assessment and scoring by at least two evaluators according to criteria specified in [Appendix 3](#).

Applications will be assessed and awarded a score out of a total of 40 points. Proposals must achieve a score of over 20 points to be considered eligible for funding. However, achieving a score equal to or above this threshold does not automatically guarantee funding.

10. Ethics and Integrity

It is essential that all legal and professional codes of practice be followed in conducting work supported under the Programme. Selected candidates must ensure the proposed activity will be carried out to the highest standards of ethics and integrity. In order to minimise risks, applicants must clearly articulate in their application how any potential ethical issues (for example, if the proposal involves work with under-age students, workshop coordinators should abide by the British Council Child Protection Policy <https://www.britishcouncil.org/organisation/transparency/policies/child-protection>) and health and safety issues (for example, if a field visit is included in the collaboration, work in a laboratory in dangerous conditions or if one of the visitors falls ill during the visit) have been considered and how they will be addressed, ensuring that all necessary ethical approval and health and safety risk assessments are in place before the project commences. Failure to do so will result in applications being rendered ineligible and in any funding already committed through the Programme being rescinded. Please contact the British Council in Argentina for further guidance.

11. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. The British Council encourages applications from people from under-represented groups.

For more on the British Council's approach, see our Equality Policy at: https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc

12. Data Protection

As part of the application form, the British Council will ask applicants' permission to:

- Use the information provided in the application for the purposes of application processing, making any awards, monitoring and review of the award. Information will be shared with national Programme partners for the purpose of selection and monitoring of the award.
- Make relevant information on the successful applications available to the public on the British Council website and in other publicity, and in reports and documents. Please note the British Council will not publish personal details on our website or via other media without prior permission.

- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection law, applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage (<http://www.britishcouncil.org/home-data-protection.htm>). Alternatively, it can be requested from the British Council office in Argentina or the Data Protection Team: dataprotection@britishcouncil.org

13. Applicant Screening

In order to comply with UK government legislation, the British Council may, at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors or shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed that organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a screening database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call. The applicant must provide the British Council with all information reasonably requested to complete the screening searches.

14. Contact Details

All queries or comments about this call should be addressed to the Higher Education Links email address: **HELlinks.Argentina@britishcouncil.org**

APPENDIX 1: GENERAL GUIDANCE

Collaboration Purpose:

To undertake a visit to an eligible UK or Argentine institution in order to develop institutional links with the aim of formulating a proposal for binational collaboration with relevance to social or economic development in Argentina. The area of collaboration must fall within the scope of one of the selected priority areas below.

Collaboration Priority Areas:

The institutions can collaborate in at least one of the following priority areas:

- **Student Employability & Competitiveness:** collaborations in this area should focus on student employability and developing student competencies to respond to local or national industry needs in Argentina. If applicable, the proposal for future collaboration can focus on specific skills (i.e. skills that are relevant to the local economy in Argentina) and/or a potential revision of higher education curricula to reflect the needs of the local industry. UK expertise is expected to add value by focussing on transferable skills in specific sectors that are relevant to socio-economic development and on training opportunities that may not be easily available in Argentina.
- **Research & Development:** collaborations in this area should aim to enhance the R+D+i agenda of the participating institution in Argentina for the benefit of socio-economic development. Collaborations should contribute to alignment of the R+D+i agenda to government priorities for socio-economic development. Special priority will be given to projects working in the internationalisation of higher education in Argentina, and/or technology, science and innovation in education.
- **Social Innovation & Inclusion:** proposals for collaboration in social innovation projects may focus on sharing best practices and developing social strategy improvements in Argentina (for example, working with indigenous populations, women, children, local entrepreneurs, homeless people, clean energies, water sanitisation, food security, among others). These social strategies may include the use of arts for social development/change and any other artistic and creative innovation. Collaboration proposals for inclusion in higher education should demonstrate a focus on access to the HE system for disadvantaged students. Another area of priority could include considerations for wider access to education through distance education, blended courses, the creation of mobility schemes or joint modules/programmes between institutions.

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
1. The Argentine institution is a recognised not-for-profit Higher Education Institution (i.e. public or private university, or a research centre).	
2. The UK institution is a recognised not-for-profit institution (this can include universities, research centres, public offices and NGOs).	
3. The visit will take place at the site of the Argentine or UK institution	
4. The visit will last between one week and one month	
5. The visit will take place between 1 January 2019 and 31 March 2019	
6. The applicant is a suitable candidate to undertake the proposed visit.	
7. The applicant has ensured he/she can communicate with the participant(s) at the partner institution in a common language (the participant from Argentina should ideally have a strong command of English).	
8. The application has been submitted by the published deadline.	
9. The applicant has submitted all requested supporting documentation as specified in the guidelines and application form.	
10. The application form has been completed in full in accordance with the instructions given. This includes an outline of objectives, the visit programme and expected outcomes (future collaboration).	
11. The application form has been completed in English.	

